

<b>EEOC FORM 715-01 PART A - D</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>			
<b>PART A Department or Agency Identifying Information</b>	<b>1. Agency</b>		South Dakota National Guard		
	1.a. 2nd level reporting component				
	1.b. 3rd level reporting component				
	1.c. 4th level reporting component				
	<b>2. Address</b>		2823 West Main Street		
	<b>3. City, State, Zip Code</b>		Rapid City	South Dakota	57702-8170
	<b>4. Agency Code</b>	<b>5. FIPS code(s)</b>	NGSD	46	
<b>PART B Total Employment</b>	1. Enter total number of permanent full-time and part-time employees			522	
	2. Enter total number of temporary employees			31	
	3. Enter total number employees paid from non-appropriated funds			0	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			553	

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<b>PART C Agency Official(s) Responsible For Oversight of EEO Program(s)</b>	1. Agency Head	The Adjutant General, Major General Timothy Reisch	
	2. Agency Head Designee		
	3. EEO Director	State Equal Employment Manager Carstin Jerzak	
	4. Affirmative Employment Manager		
	5. Complaint Processing Manager	State Equal Employment Manager Carstin Jerzak	
	6. Other EEO Staff	1 Collateral Mediator Various Staff, 5 Collateral EEO Counselors Various Staff	
	7. MD-715 Preparer	State Equal Employment Manager Carstin Jerzak	
	8. Diversity and Inclusion Officer	Diversity Officer/Family Program Specialist Russell Limke	
	9. Disability Special Emphasis Program Manager		
	10. Hispanic Special Emphasis Program Manager		
	11. Women's Special Emphasis Program Manager	Air Guard Human Resource Officer Sallie Ketcham	
	12. Anti-Harassment Program Manager		
	13. Reasonable Accommodation Program Manager	State Equal Employment Manager Carstin Jerzak	

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<b>PART D</b> List of Subordinate Components Covered in This Report		Subordinate Component and Location (City/State)	CPDF and FIPS codes

<b>EEOC FORM 715-01 PART E</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
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<b>EXECUTIVE SUMMARY</b>		
<p>The South Dakota National Guard is submitting its Fiscal Year 2016 Federal Agency Annual Equal Employment Opportunity Program Status Report in compliance with the United State Equal Employment Opportunity Commission (EEOC) Management Directive 715.</p> <p><u>I. Brief Description of Agency's Mission, Vision and Mission-Related Functions:</u></p> <p><u>Mission:</u> The South Dakota National Guard (SDNG) is a state organization, under the command of the Governor of South Dakota. At the same time, the women and men of the South Dakota Air and Army National Guard are reserve members of the U.S. Air Force and U.S. Army. The members of the SDNG may be called into active federal service by the President of the United States. The overall mission of the South Dakota National Guard is to provide ready forces to support global and domestic requirements under the direction of civil authority.</p> <p><u>Vision:</u> The South Dakota National Guard will be the most professional, competent and reliable National Guard organization in the United States of America. Our values of loyalty, duty, respect, selfless service, honor, integrity, personal course and excellence in all we do are reflective of our affiliation with the U.S. Army and Air Force active duty components and the state we live and work in.</p> <p><u>Core Competencies:</u> The South Dakota National Guard adapted four core competencies we view as critical in our ability to meet our mission requirements to federal, state or local agencies seeking our services. The competencies are adaptability, personnel readiness, training readiness and logistics readiness. Our forces must be adaptable or able to adjust and operate in varying environments. Our personnel must be ready and physically, medically, administratively fit to meet the needs of our customers. Our force must be technically and tactically proficient to execute the mission. And lastly, our equipment must be available and maintained to sustain operations when the mission arises.</p> <p><u>Status of Policies:</u> The Sexual Harassment policy was issued 30 September 2014 and is currently being staffed with our legal department. The EO Military Policy and complaint procedures were signed and published as of 1 January 2017. The EEO policy statement and EEO Complaints Processing policy were both published this FY as of 1 March 2016. Each employee is provided instructions on how to access the internal Sharepoint for all agency policy memorandums during new employee orientation. The policies are posted on the agency intranet site and also on bulletin boards in all facilities. These policies are an inspectable item IAW our states Command Inspection Program (CIP). Likewise, supervisors are required to have a performance measure in their Annual Performance Plan demonstrating their commitment to EEO/EO policies, principles, and programs. As such, supervisors are evaluated on this performance measure during their Annual Performance Appraisal. In accordance with the 29 CFR the State Equal Employment Manager, equivalent to an EEO Director was moved and reports directly to the Adjutant General or the agency head. This move not only brings us in compliance with the 29 CFR, but also reinforces the Adjutant General's emphasis on the EEO/EO and anti-harassment/discrimination programs and the prevention initiatives and reinforce the Adjutant General's number one priority of "Taking excellent care of Soldiers, Airmen and their Families."</p> <p>The agencies Human Resource Office (HRO) has a quarterly newsletter (the LINK) where EEO/EO program updates are provided. Special Emphasis/Observance information is provided in the LINK publication, displayed on a scrolling bulletin board throughout the Joint Forces Readiness Center, and is posted to the intranet Sharepoint for all EO practitioners, commanders, employees and units to access. We also distribute the DEOMI approved and published observance posters and informational power point files to all EO practitioners so they can further post/publish in their respective facilities and websites. When supervisor training (initial or refresher) is provided, supervisors are provided training on EEO/EO programs and complaint processes, Merit Promotion Program updates, Employee Development/Training updates, Alternative Dispute Resolution (ADR) and Federal Employee Assistance Program (FEAP) updates. Additionally, we conduct the annual DEOCS in all of our units, which covers the majority of our full-time employees. We recently started utilizing exit surveys for all full-time employees that retire or leave our organization. We conduct employee engagement surveys every other year or as needed. We published a new policy on Alternate Work Schedules and we are in the process of staffing a policy on Telework authorization. All policies are collaborated between the agency staff, the SJA and Union representatives to ensure employee concerns are addressed. The state of South Dakota was the first state in the nation to have a Labor Management Partnership Council (LMPC). This council brings labor and management together to identify any practices or policies that may create barriers for our employees or applicants. Technician Personnel Regulation (TPR) 752, Discipline and Adverse Action provides guidance concerning disciplinary penalties for employees who have been found to be in violation of policies. Any disciplinary action proposed and/or taken is staffed with the appropriate functional specialist/office/agency (i.e. Labor Relations Specialist, Staff Judge Advocate, Inspector General, Bargaining Unit) prior to implementation. Employees are encouraged to use the ADR process for conflict and/or complaint resolution. Supervisors and managers will participate in requested ADR per guidance issued by National Guard Bureau (NGB). NGB will provide ADR assistance upon request. Complaints received by this agency are tracked on a locally produced spreadsheet by the SEEM. This agency uses collateral EEO Counselors for counseling and investigating complaints. Responsible management officials (RMO) do not have settlement authority. The Adjutant General</p>		

(Agency Head) has settlement authority. The state Staff Judge Advocate (SJA) handles all EEO legal reviews and is also the agency representative in complaints. However, alternate JAGs from the Air Guard, NGB or neighboring Federal agencies are possible. This agency has not, as of this date, been issued an Equal Employment Opportunity Commission (EEOC) order or administrative decisions. If an order is issued, the agency will take all necessary steps to comply. Final agency decisions (FAD) are issued by NGB.

Our agency currently shows under-representation in all demographics regarding females to include all minorities. We are further under-represented in all categories regarding minority males as well. The SD National Guard pulls the majority of its employees from the military labor force enlisted or commissioned in the Army and Air National Guard based on the dual-status technician/Title 32 Excepted Service program requirements. This program requires the technician/civil service employee to be a member of the Air or Army National Guard as a condition of employment. Our full-time personnel are reflective of the military labor force and our recruitment efforts are inclusive in marketing and branding to most minority areas in order to increase our demographics in all areas. The Native American population, which is the largest minority race in our state, has a 3.39% under-representation at 1.81% of the technician work force as compared to 5.2% of the military labor force, which is slight decrease of .65% from last year. The female technician population has a 5.26% under-representation at 13.74% of the technician work force as compared to 19% average of the military labor force, which is a decrease of 2.48% from last year. These areas continue to be a challenge for our organization to maintain the numbers while continuing to market towards the civilian labor force and current census numbers. 534 of our full-time employees are Dual-Status Military Technicians and must meet all requirements for military membership in the South Dakota Army or Air National Guard. We employ 19 Non-Dual Status Civilian Technicians. We employ 6 personnel with disabilities or 1.08% of our personnel have voluntarily identified they have a disability and we do not have any employees with a targeted disability.

The South Dakota National Guard honored all required DoD Special Observances & Celebrations in FY16 with a focus on Hispanic Heritage by supporting the Latin American Festival in Sioux Falls, SD. The South Dakota National Guard is a member and active participant in the Combined Federal Campaign, supports an annual food and clothing drive along with the Boy Scouts of America, and conducts several wood haul missions to the Native American Reservations during Annual Training (AT) to provide fuel during the winter months. This past year the South Dakota National Guard met with Tribal Leaders to create a relationship with the reservations within South Dakota beneficial to both parties in the areas of cultural exchange, social/economic development and training. Across several communities in South Dakota our employees are engaged with their local Chambers of Commerce, Diversity Committees, community missions, veterans groups, sports, and other school activities. Our statewide food and coat donation campaign, sponsored by the state Chaplain Corp, supports 22 communities including the 9 Native American reservations, sponsored by either our local armory or maintenance facility and the full time personnel. This puts the donations right back into the local community with an immediate impact to the people, especially during the winter months.

South Dakota continues to focus on recruiting quality Service Members, retaining our current force, increasing its diversity of females, Native Americans and Hispanic population groups and managing the overall attrition within its ranks. In South Dakota the mission and success of our Recruiting and Retention forces (Air and Army) greatly impacts our military labor force; again, upon which we draw the majority of our full time work force from. We currently have two of the first female F16 fighter pilots on our full time force. The Adjutant General personnel engaged with the Superintendent of the Sioux Falls areas school district to open communication and avenues into the schools for recruiting personnel to engage with. The Sioux Falls areas school district is one of the most diverse districts in the state of South Dakota and the Adjutant General has made it a personal priority to open this avenue in order to broaden the diversity of our military force. We offer and encourage all personnel to attend the "4 Lenses" training or other opportunity type training such as Generational Diversity training or Leadership Challenge Programs. These courses are available throughout the year for all personnel to take advantage of.

The awards pamphlet is reviewed annually and HRO provides additional guidance and budgetary information annually and/or as needed when funding is available. This last year both the Army and Air Guard authorized time off, cash and quality step increase awards. The agency also supported cash awards for the Technician (Employee) of the year award and sponsored passes (time off) awards for our AGR - Military Employee of the year.

The agency maintains safe and accessible facilities across the state. We utilize a cell phone text or agency wide email alert system for weather and other emergency related information. Federal Law requires agencies to provide annual Information Security Awareness Training to employees and contractors who have access to government computer systems. This is provided during new employee orientation and there is an annual refresher training requirement. The agency provides ergonomic or reasonable accommodations upon request and per the accommodation policy. This includes utilization of the Computer/Electronic Accommodation Program (CAP) as much as possible in order to be responsive to requests and defer costs. No complaints were filed against the agency regarding reasonable accommodation in FY16.

Our agency's top priority is "Taking excellent care of our Soldiers and Airmen and their families." Our Adjutant General's vision is to have "The most professional, competent, and reliable state National Guard organization in the United States of America." We will build a strong organization by continuing to value our personnel and the diversities within our work force, and by increasing our diversity through recruiting efforts to reflect our state's population. Each team member of our full-time force has been tasked to strive for a balanced and diverse work force mirroring the demographics of the great state of South Dakota. The South Dakota National Guard is an equal opportunity employer and we support and challenge all of our employees to rise to their fullest potential.



<b>EEOC FORM 715-01 PART F</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, \_\_\_\_\_ State Equal Employment Manager Carstin Jerzak \_\_\_\_\_ am the

(Insert name above) (Insert official  
title/series/grade above)

Principal EEO Director/Official for \_\_\_\_\_ South Dakota National Guard

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Agency Head or Agency Head Designee

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

\_\_\_\_\_

Date

\_\_\_\_\_

<b>EEOC FORM 715-01 PART G</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
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<b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
The Agency Head was installed on <u>04/01/2011</u> The EEO policy statement was issued on <u>06/02/2011</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X			New Annual Statements were published for the EEO policy and complaint process in 2016.
Are new employees provided a copy of the EEO policy statement during orientation?		X			The policy and complaints process is provided along with the No Fear Training requirement during all new employee orientations held within the first 30 days of employment for all new hires. New employee's are oriented to the internal sharepoint during orientation and are specifically shown all the policy memorandums and their location on the site.



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When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X			Policies are posted on bulletin boards and the internal agency sharepoint. And it is also briefed during the Supervisors training which is a requirement for all new supervisors to attend within the first 12 months of their new assignment. A refresher course is required every 5 years. Supervisors are also required to take the supervisors portion of the No FEAR training.
<b>Compliance Indicator</b>	EEO policy statements have been communicated to all employees.	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?				X	
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X			EEO Posters, Information on Sharepoint sites, Technician personnel regulations are available to all employee's. Applicants are informed via the vacancy announcements and our public access
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X			EEO posters are posted on local area bulletin boards and in all unit/maintenance facilities.

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Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			This requirement is provided the Human Resource Officer annually. The requirement is also in the South Dakota National Guard Pamphlet 430, Performance Management Program and in Technician Personnel Regulation 430.
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			Most of these are processed through the Human Resource Officer with guidance by the SEEM and Labor Relations as well as any of the various Subject Matter Experts within the HR Office.

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support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X			Supervisors support the local United Way, Day of Caring by the Combined Federal Campaign, Boys Scouts of American/Local Scout Troops/Packs, local schools are supported by the recruiting programs and the diversity councils/committee's and their sponsored events at schools, community locations and universities/college campus'. Supervisors support the collateral duties of the EEO Counselors and Mediators needed for EEO programs/complaints. They also provide personnel as needed for Military Recruiting Efforts and any events that support the recruiting programs.
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X			Supervisors allow personnel to participate in EEO Counselor and Mediator collateral duties. This year we initiated the SEPM Federal Women's Program and Supervisors have also supported this with personnel and resources for the SEPM Training.
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X			

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ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X			This level of supervision is required to attend the Supervisors training within the first 12 months of assuming their supervisory roles. They are required to take the refresher course every 5 years there after.
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X			These are managed by the Chaplains office.
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X			Current accommodations policy provides a basic process for employee's to request an accommodation. We just identified the Disabilities Program Manager and they are projected for training at DEOMI in January of 2017. There have been no problems or complaints with regard to the current policy.
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X			Supervisors training course, providing employee's a copy of the technician personnel regulations and posting of policy memorandums. No FEAR training and through the military side we have EO and SHARP (Sexual Harassment) training. During new employee's orientation the policy for the prevention of unlawful harassment, workplace violence, sexual harassment and current EEO policy and complaint processing are all reviewed in addition to the policy on prevention of sexual assault.

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Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X			Policy and procedures were published April 2014 and are available on the our internal sharepoint/website and they are provided during new employee orientation briefs.
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X			This is provided during the supervisors course.

<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.					
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Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X			We re-organized the SEEM or EEO Director position directly under the Adjutant General and the Director of the Joint Staff. The EEO Director position is provided access to the Adjutant General directly if necessary, by appointment or on call in the event of a complaint.
Are the duties and responsibilities of EEO officials clearly defined?		X			Per PD D1717000 and the automated performance appraisal program.

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Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			The current EEO Director attended the EEO Specialist course, EEO Counselors course, the SEPM course and the DPM Course. All courses were through DEOMI. She also attends one of the major federal conferences such as the FDR or EEOC Excel Conference and the 8 hours of refresher training for EO Counselors. The EEO Counselors and Mediators receive period refresher training after they have completed the initial certification courses for their perspective position.
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X	
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X	
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X	
<b>Compliance Indicator</b>	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	<b>Measure has been met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	N/A	

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Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X			<p>We utilize the annual reporting, monthly demographic reports, quarterly diversity council meetings and if necessary, by appointment, to communicate with other top officials regarding EEO. We brief during O-Call to all top leaders in the Headquarters. The EEO Director was recently added to the Director of the Joint Staff bi-weekly meetings and the bi-weekly meetings for updating the Adjutant General and Army Staff. We continue to refine communication methods needed for informing top leadership.</p>
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?	X			<p>The Adjutant General/Agency Head and the Chiefs of Staff were informally briefed on the MD-715 report prior to submission of the FY2015 report. Recommend bringing the Directors from both the Air and Army guard in on this briefing or provide an additional brief to that level or leadership.</p>



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Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections		X		The EEO Director/SEEM is not a part of succession planning (council of LTC/COL's) or the selection process for training/career development oportunities (Boards for War College/Fellowships/SGM) in either the Army or Air processes. These boards and councils determine future leadership and selections for training programs needed inorder to compete for the higher level positions at the GS12 and higher.

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Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?	X			We review our Merit Placement Pamphlete and the EEO Director provides input into these areas for consideration by our Labor Union/Management officials for inclusion in the re-write or update of the pamphlet. Because we depend on the military labor force as the primary pool to draw applicants from, re-structuring/organization of the military authorization documents are considered when processing vacancy announcements and re-alignment by our Staffing section and/or the Classification Specialist if necessary. Re-alignment of military occupations (MOS-Army/AFSC-Air) has to be considered for all dual status employee's. Consideration regarding permanent, temporary indefinite and temporary (not to exceed a certain date for employment) and off the street hires are all considered in broadening the applicant pool available for vacancy competition.

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Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X			On an as needed basis, if there's an issue identified during a complaint process, and/or during the barrier analysis process. The merit placement and other local pamphlets are generally reviewed annually. The union agreements are reviewed every 3 years. The MD-715 barrier analysis is reviewed annually. Generally, unless a complaint or inquiry is presented, and due to not being included in the strategic planning or discussions regarding projections for vacancy's, etc - this examination is limited unless there is a complaint.
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure			X		Currently, EEO is not a participant in the agency's strategic planning process.
<b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	N/A	

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<p>Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?</p>		X	<p>The EEO Director only has recommendation authority and limited 2065 budget authority for FY16 for the unit/facility site visits, conference attendance and annual EO Counselors refresher training, training resources and federal observance support and promotion. There isn't any 2060 appropriated funding for the continued training of military personnel or TDY. The SEEM has requested line-item funding through the Army channels to NGB-EO (to include the ISR reporting) for EO training on the military side - 35K requested. No visibility of funding to support Air Guard Federal Employees EEO program. Note from previous areas regarding applicant data via USAJOBS and Staffing isn't available for a barrier analysis of applicant information.</p>

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<p>Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?</p>		X		<p>Should complaints arise, the EEO Director would need additional assistance to facilitate Special Emphasis programs, Alternative Dispute Resolution and continue to work the ongoing reporting requirements needed for all annual reporting systems. With only one person available to conduct the analysis this limits the amount of time available between management of other programs. Also with the rise in survey development, such as exit surveys and implementation of new employee orientations the need for additional help is growing. The EEO Director manages the EEO Program and complaints including Sexual Harassment complaints, EO Complaints including Sexual Harassment complaints, Federal Employee Assistance Program, Individuals with Disabilities and Accommodations Program, ADR Program, State Joint Diversity Programs and the Combined Federal Campaign Programs.</p>

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Are statutory/regulatory EEO related Special Emphasis Programs sufficiently	X			<p>All special emphasis support comes from the EEO Director and the Diversity councils (Joint Diversity council, Army Diversity council and the Air Diversity council) Each council chair has the authority to appoint committees or subject matter experts to facilitate/coordinate special observance events and programs upon demand. The EEO Director is the fund manager responsible for providing the financial resources necessary for official observances as projected. The councils provide committees with appointed and volunteer personnel to work special observances. We've utilized two committees this past year to observe Women's Heritage month and Native American Heritage month with special exhibits and heritage celebration ceremonies. In FY16 we sent the EEO Director and one additional person to the SEPM Course conducted by DEOMI. This is with the intent to initiate a Federal Women's program in FY17.</p>

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Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		We are in the initial development of a Federal Women's Program. In FY16 we sent the EEO Director and one additional person to the SEPM Course conducted by DEOMI. This is with the intent to initiate a Federal Women's program in FY17.
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		We do not have an Hispanic Employment Program.
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		We have an accommodations manager to process requests for accommodations.

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<p>Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?</p>		X				<p>We currently conduct a bi-monthly Native American Engagement coordination meeting. Our National Guard Golden Coyote Annual Training Program provides community support and medical relief personnel during the two week annual training event in June of every year in addition to community support projects that happen through out the year. In addition we continually work with Crazy Horse Memorial and the nine Tribal Nations located within the borders of the state to increase cultural knowledge, provide support and assistance and offer recruiting opportunities to any of the Native Americans meeting current enlistment or appointment criteria for serving the SD Air or Army National Guard. The Joint, Army and Air Diversity councils are actively engaged in minority out-reach with a focus on federal observances and strategic initiatives to expand our diversity and broaden inclusion.</p>
<b>Compliance Indicator</b>	<p>The agency has committed sufficient budget to support the success of its EEO Programs.</p>	<b>Measure has been met</b>			<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>	
<b>Measures</b>		Yes	No	N/A		



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Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		Barrier analysis only touches the bare surface of the hiring practices. With more personnel or the development of an action team to review the processes more thoroughly would provide better insight and identify any potential barriers. Off the street hiring and military recruiting have been analyzed the most but not extensively and there continues to be an issue with collection of demographic data in the applicant process. The newly approved Merit Placement Pamphlete was to enable the gathering or additional applicant data via USAJOBS and or internally/manually depending on applicants volunarily willing to provide their data. However there is still a barrier between access to applicant data in USAJOBS and providing it to EEO for the MD715 data tables and/or barrier analysis for recruiting iniatives. Thus the data gathering for the applicant information is all manual and limiting in the analysis process.

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Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			Based on a specific request, we staff for resources at the time of the request. We currently fund any approved requests from our operational accounts.
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			Outside of any EEO funding, the agency utilizes current standard operational support funding within statutory limits to fund EEO materials, posters, accommodation requests and training, etc.
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			G4/Indirect OPTEMPO funding is utilized if an approved accommodation is needed.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			Based on our facilities being designed and utilized by personnel inheritantly military, accessibility to the buildings based on ADA standards falls under an exception. However if we start converting the title 32 excepted technician employees to title 5 competitive service, and remove the military service requirment as a hiring condition, we will need to re-evaluate accessibility criteria for all of our buildings.

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Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			Funding levels for FY16 increased from previous years. This enables us to send personnel to the FDR annual conference, the Sioux Falls Diversity Conference and purchase additional training materials for those personnel who couldn't attend training. This funding also enabled us to send two personnel to mediation training and one person to SEPM training. We also support all Federal Observances as required. The funding was tight for these programs and we did get assistance for some of the TDY requirements from the HRO travel budgets.
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			We absorb the costs of printing materials in our operational budgets.
Is there sufficient funding to ensure that all employees have access to this training and information?	X			Employees are trained during their initial orientation and at a minimum they receive the No FEAR training requirement every year or every other year depending on their full time status (Dual or Non-Dual Status and also supervisor status)
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				

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for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			<p>We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors. The supervisors refresher training is required every 5 years. We do need to provide refresher type training and new training when new protected basis or case law updates policy. We also attempt to conduct site visits with supervisors and employees annually and quarterly to the Air Guard personnel. Annual (or every 2 years) NO Fear on line training and military SHARP and EO training are also</p>
to provide religious accommodations?	X			<p>We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors, which they go to every five years. This is handled by the Chaplains Office.</p>

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to provide disability accommodations in accordance with the agency's written procedures?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors, which they go to every five years. With the training of a new Disability Program Manager - more training on an updated policy and procedures are forthcoming.
in the EEO discrimination complaint process?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors, which they go to every five years. In the event of complaints, our organization will re-prioritize resources to support the complaint process as needed.

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to participate in ADR?	X			<p>We conduct a supervisors course for newly assigned supervisors annually. We also conduct a supervisors refresher course, which is a requirement of a supervisor to attend every five years. ADR is a part of the supervisors training curriculum. We have the option to request ADR assistance from NGB on an as needed basis. This last year we sent two personnel to the DEOMI Mediators Certification course to ensure we could offer ADR with local mediators. We currently have 4 trained facilitators on staff and available to facilitate disputes as needed/requested. We do need to develop our internal procedures for requesting ADR facilitation, mediation or other conflict resolution assistance. The Labor Relations Specialist, HRO &amp; Deputy and EEO Director work these situations on a case by case basis at this time.</p>



<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.					
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Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X			Demographic reports are provided monthly. EEO program updates are provided to the HRO. Annual reports are formally reviewed by the Adjutant General, such as the ANSR, Annual MEO EO Report and the MD-715. The EEO Director was recently added to the O-Call briefing to brief Army and sometimes Joint leadership and EEO program initiatives. The EEO Director was added to the Director of the Joint Staff bi-weekly coordination staff meetings and the bi-weekly AGO Staff meeting which briefs the directors, Army Chief of Staff and occasionally the Adjutant General. The data needs to be refined for all of these reports and aligned with the metric and strategic



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<p>Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?</p>	X		<p>EEO needs to be incorporated into the strategic planning process. However EEO coordinates with the G3 on training and publication of EO requirments in the Yearly Readiness Guidance and via Operation Orders or FRAGOs as needed. EEO coordinates with the JAG office for policy reviews, complaint processing and general guidance, statutory authority of personnel, and seperation proceedings as necessary. EEO coordinates with the HRO office on new employee orientations, employees vacancies, applications, retirements, etc. EEO coordinates with the Finance office on general budget requirments, shortfalls and statutory processes for funds expediture and accountability. EEO coordinates routinely with the Labor Relations Specialist and HRO regarding employee conflict resolution and employment adverse actions or in regards to the Federal Employee Assistance Program. EEO coordinates with any other applicable office, task dependent, or as necessary to ensure effecient program execution.</p>

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Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X			yes - annual review via the LMPC and the MD-715 barrier analysis process.
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X			yes - annual review via the LMPC and the MD-715 barrier analysis process.
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X			Covered under the merit placement and Individual Development Plans by position and as needed. The technician training programs were moved under the Deputy, Human Resources to ensure continuity and funding of training requirements and look for potential training opportunities.
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			Technician Personnel Regulation 752 and 752-1. These regulations are reviewed at the Supervisors Course and Refresher courses.

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Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			Technician Personnel Regulation 752 and 752-1. These regulations are reviewed at the Supervisors Course and Refresher courses.
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X			Technician Personnel Regulation 752 and 752-1. These regulations are reviewed at the Supervisors Course and Refresher courses. Our Supervisors/Managers work with the Labor Relations Specialist when processing all Letter of Reprimand/Oral Admonishment or any other adverse actions being administered. LORs are generally kept locally unless there is a second incident or lack of improvement. There were no findings in FY16. In FY15 there was one incident of sexual harassment where initially a verbal admonishment was conducted, however a written LOR was required as a followup and this stopped the harassment. This situation was managed through the Adverse Action process in Technician Personnel Regulation 752/752-1 and there wasn't a informal complaint filed through the EEO channels.

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If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			We comply with the regulator requirments published from National Guard Bureau and DoD and the EEOC and FLRA. Our employee's are not covered under the MSBP as of the end date of this report.
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			Yes - based on the current accommodations policy.

<b>Essential Element D: PROACTIVE PREVENTION</b> Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.					
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Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			X		Barrier analysis is primarily conducted by the SEEM and within the HRO office. The Labor Relations Specialist and other personnel assist with the review of the Merit Placement and Awards programs. The Joint Diversity Executive Council and the Army/Air Diversity councils respectively participate to assist in removing barriers once the analysis has identified the barrier. The SEEM intends to work with the Army and Air Directors more closely in the upcoming year to engage them more in the barrier analysis and elimination processes.

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When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			The SEEM works with the Army and Air and Joint Chiefs of Staff, HRO and other Directors on identified barriers as needed. Leadership incorporated the SEEM in new meetings such as O-Call, bi-weekly meetings with the DJS and the Army Mobilization and Coordinating staff meetings.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		There is limited involvement by the SEEM in the strategic planning process.
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			For on board employee's this is conducted through the MD-715 workforce data tables on an annual basis. Demographics are tracked monthly primarily through the military work force personnel data tables. Very little applicant data or separation/exit data is received or tracked. New Employee orientations afford us an opportunity to capture this type of

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Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			<p>For on board employee's this is conducted through the MD-715 workforce data tables on an annual basis.</p> <p>Demographics are tracked monthly primarily through the military work force personnel data tables. Very little applicant data or separation/exit data is received or tracked. Primarily the data for the major occupations - for on board employee's is tracked via the MD-715/DCPDS data pulls. Applicant and separation data is not tracked beyond gender at this time based on the current negotiated agreement between the agency and the unions. Staffing is unable to pull applicant data via USAJOBS/Staffing - no guidance to National Guard states on how to pull this information or gain access to the</p>
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X			<p>For on board employee's this is conducted through the MD-715/DCPD data pulls of workforce data on an annual basis</p>
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X			<p>For on board employee's this is conducted through the MD-715/DCPDs workforce data tables on an annual basis</p>

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Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X			For on board employee's this is conducted through the MD-715/DCPDs workforce data tables on an annual basis.
<b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are all employees encouraged to use ADR?		X			In the EEO and EO Complaint process and Policies - ADR is encouraged.
Is the participation of supervisors and managers in the ADR process required?		X			Per current policies.

<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>	
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Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X			The EEO Director can only conducted limited trend analysis based on the MD-715 and 462 type reports and the data DCPDS provided. There is also limited data available via the military personnel data bases. The EEO Director has to rely on other sections to provide input/data in order to conduct applicant trend analysis or any other analysis necessary. Additional personnel would always benefit the amount of analysis provided, however there is limited data available for applicants at this time and no access to the information through USAJOBS/Staffing to pull applicant data.

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Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X		The DCPDS data pulls provide a minimum of data. There isn't any system or access to a system available to collect adequate applicant data information beyond gender at this time. The agency needs to review/analyze applicant processes, merit placement criteria, to include internal promotion processes and criteria and also separations. No access to the information through USAJOBS/Staffing to pull applicant data.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				X	
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			The HRO/Deputy, Occupation Health Nurse/Specialist, the Deputy/State Surgeon and the Staff Judge Advocate/JAG, along with the EEO Director/Accommodations Manager are the responsible management official(s) for processing requests for disability
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			
<b>Compliance Indicator</b>	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	<b>Measure has been met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	N/A	

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Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			Internally managed by the SEEM/EEO Director
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			Internally managed by the SEEM/EEO Director
Does the agency hold contractors accountable for delay in counseling and investigation processing times?				X	N/A - The agency does not use contractors
If yes, briefly describe how:					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			All training is coordinated through the EEO Director and certificates and refresher training are all tracked in the EEO office as well.
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			All training is coordinated through the EEO Director and certificates and refresher training are all tracked in the EEO office as well.
<b>Compliance Indicator</b>	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			Annual MD-715 Model of EEO Program and we use the 2010 Census data on the national and state level (sometimes within the city limits of Sioux Falls) as our benchmark for comparison purposes.
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			See current EEO complaint policy
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			See current EEO complaint policy

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Does the agency complete the investigations within the applicable prescribed time frame?		X			See current EEO complaint policy
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X			FADs are issued by NGB
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			With NGB involvement
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
<b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			We utilize the CNGBI guidance for all ADR procedures. Internal procedures for requesting ADR need to be developed however the Labor Relations Specialist and the EEO Director facilitate ADR and Conflict Resolution requests at this time.
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X		We currently do not require all managers/supervisors to received ADR training. We utilize our Labor Management program, and those personnel involved in it, to be familiar with mediation in regards to labor. We need to further develop a local ADR program.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X			

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Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?		X			The Adjutant General (TAG) has settlement authority
<b>Compliance Indicator</b>	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	N/A	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X			The EEO Director manages the complaint process for the TAG and provides oversight and direction on complaint matters.
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102		X			The agency will also re-prioritize resources if needed to manage complaints and investigations.
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			The DCPDS Analyst works directly with the EEO Director on all reports required are coordinated for data and processed timely for further reporting on the No FEAR, 462 or the MD-715 reports. HRO- Staffing controls the program with access to the applicant information needed for tables A7 and B7. Currently unable to get the data from USAJOBS/Staffing, so they gather it manually and there's very little data available.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			

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Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	X			<p>We currently only have 19 positions filled by the civilian labor force. All of the rest of our positions are filled out of the Army and Air National Guard military labor force. So these personnel must be a member of our state Air/Army National Guard in order to qualify to compete for the open vacancies. We monitor the recruitment effort for the military labor force and are involved in any recruitment efforts for any technician positions. Current barriers in the recruitment efforts are related to specific targeting of lower demographic groups - specifically Women. The market strategy identified clear goals for Native American and Hispanic recruits, but doesn't identify any goals for Female recruits.</p>

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Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			Regional EEMC and HRAC Committees and the regional SEEM network. We also coordinate with NGB-EEO, G1/ARNG-EO and A1/ANG-EO officers at Nationalg Guard Bureau. We communicate with the DEOMI institute and utilize their webiste consistently for Federal Observance information as well as the EEOC for updated case law and federal regulator requirments.
<b>Compliance Indicator</b>	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	N/A	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			Staff Judge Advocates (SJA) handle all reviews and representation. We have a separate defense section available for Soldiers/Airmen to seek defense council if needed for separation/UCMJ type support. We can seek the assistance from another state, the Air/Army components as applicable, or NGB. We also have contract capability to hire out-side legal assistance if needed.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			NGB provides FAD

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Does the agency discrimination complaint process ensure a neutral adjudication function?	X			

<p align="center"><b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b></p> <p align="center">This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</p>	
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<b>Compliance Indicator</b>	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	<b>Measure has been met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	N/A	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X			We haven't received any orders or directives, but we would ensure all time lines are met in the event we receive one.
<b>Compliance Indicator</b>	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	<b>Measure has been met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	N/A	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X			Coordinate with Defense Finance Accounting Service (DFAS) through our United States Property and Fiscal Office.
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			The agency will comply
Are procedures in place to promptly process other forms of ordered relief?		X			The agency will comply
<b>Compliance Indicator</b>	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	<b>Measure has been met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	N/A	

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Is compliance with EEOC orders encompassed in the performance standards of any agency employees?				X	We have not had any EEOC orders issued to this agency, however compliance with EEO is a part of the standard appraisal and assessment program and is assessed based on the type of duty position.
If so, please identify the employees by title in the comments section, and state how performance is measured.					
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?				X	With the assistance of the functional areas
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.					
Have the involved employees received any formal training in EEO compliance?				X	N/A - The agency does not have any EEOC orders
Does the agency promptly provide to the EEOC the following documentation for completing compliance:					
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?				X	N/A - The agency does not have any EEOC orders but would comply if required
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?				X	N/A - The agency does not have any EEOC orders but would comply if required
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?				X	N/A - The agency does not have any EEOC orders but would comply if required
Compensatory Damages: The final agency decision and evidence of payment, if made?				X	N/A - The agency does not have any EEOC orders but would comply if required
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?				X	N/A - The agency does not have any EEOC orders but would comply if required

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Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s			X	N/A - The agency does not have any EEOC orders but would comply if required
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.			X	N/A - The agency does not have any EEOC orders but would comply if required
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).			X	N/A - The agency does not have any EEOC orders but would comply if required
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.			X	N/A - The agency does not have any EEOC orders but would comply if required
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.			X	N/A - The agency does not have any EEOC orders but would comply if required
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.			X	N/A - The agency does not have any EEOC orders but would comply if required
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.			X	N/A - The agency does not have any EEOC orders but would comply if required

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

<b>EEOC FORM 715-01 PART H-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Is the EEO/Director under the direct supervision of the agency head? [see 29 CFR 1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For Example, does the Regional EEO Officer report to the Regional Administrator?)	
OBJECTIVE:	Realign the SEEM with in the requirements of PD D1717000 and current duty description in applicable PD.	
RESPONSIBLE OFFICIAL:	TAG, HRO, DJS, SEEM	
DATE OBJECTIVE INITIATED:	11/16/2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/01/2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Objective was met with the re-alignment of the SEEM to the AGO Section and reporting directly to the TAG. Supervisor responsibility lies with the Director of the Joint Staff.		
TARGET DATE: 10/01/2016		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
Re-alignment was completed. No further action at this point.		
<b>EEOC FORM 715-01 PART H-2</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	B.2.c: Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections. B.2.d: Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc.	
OBJECTIVE:	Include EEO program officials in agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning and selections. Examples would be the boards or groups determining selections for Army or Air War College, SGM/CMSG Academy, Fellowships and the Council of LTC or COL's determining leadership and command selections since all of these are gateway training or leadership positions needed to compete for the higher level positions such as the GS12 level or higher.	
RESPONSIBLE OFFICIAL:	TAG, Chief of Staff, HRO, SEEM. MEO and HR/EO	
DATE OBJECTIVE INITIATED:	07/01/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/01/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Weekly technician staffing meetings are held with the HRO/Staffing Section and EEO/SEEM participate. The HRO facilitates a workforce engagement council that is approaching Directorate Staff and Leadership with new tools for managing the full time force budget and initiate projections for filling prioritized vacancy's within the organization and also projecting budget availability for temporary vacancy opportunities. The Workforce engagement council isn't held consistently/routinely. HRO Staff continue to work vacancy options between the Supervisor, the appropriate Chief of STaff and HRO Officer/Deputy. The SEEM is not requested at these informal/imprompt meetings nor at the strategic level for full time manning.	
EEOC FORM 715-01 PART H-3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
/DOD DNGB South Dakota National Guard	For period covering October 1, 2015 to September 30, 2016
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	B.3.a: Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity? B.3.b: Are sufficient personnel resources allocated to the EEO Program to ensure agency self-assessment and self-analysis prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system? E.1.b: Has the agency implemented an adequate data collection and analysis sytem that permits tracking of the information required by MD-715 and these instructions?
OBJECTIVE:	B.3.a: The SEEM needs 2060 line item funding to support the EOA training needed for the EO programs running congruently with the EEO program and the SEEM is responsible to provide oversight and continuity on a day to day basis. B.3.b: & E.1.b: Barrier analysis is limited to the SEEM and limited assistance from HRO staffing. Also, the USAJOBS/Staffing process to obtain the applicant data from the applicant flow process isn't available to analyze applicants applying for our vacancies. Additional staff and education/training is needed to gather the applicant data and analyze the information for future recruiting and marketing of our vacancies.
RESPONSIBLE OFFICIAL:	DJS, SEEM, HRO and HRO-Staffing
DATE OBJECTIVE INITIATED:	10/01/2015
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2018
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

<b>EEOC FORM 715-01 PART H-4</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed? Incorporates areas B.3.c.1 through B.3.c.3 and B.3.d. IWD, Native & African American and Hispanic under represented demographics are covered by the Joint, Army and Air Diversity Councils.	
OBJECTIVE:	Set up a SEPM/Federal Women's Program and continue with the Native American Engagement and Diversity Councils.	
RESPONSIBLE OFFICIAL:	TAG, DJS, HRO, SEEM	
DATE OBJECTIVE INITIATED:	07/01/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/01/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
We sent one person to the SEPM course in Aug/Sep of 2016. The intent is for this person to work the initial establishment of a Federal Women's Program. We are projecting the funding in FY17 to send additional people to the course to further the establishment of the FWP Foundation program.		
<b>EEOC FORM 715-01 PART H-5</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems. Incorporates tasks: E.1.b: Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions.	
OBJECTIVE:	Conduct a thorough barrier analysis of the workforce data by adequate data collection and tracking systems. Create and/or access applicant flow data coming in via USAJOB's/Staffing in order to analyze the market seeking employment with the SD National Guard and determine recruiting strategies and marketing approaches to attracting top talent. Develop and improve the applicant and separation data collection criteria and processes to ensure the appropriate type of data is captured for MD-715 and recruitment efforts to be efficient and effective.	
RESPONSIBLE OFFICIAL:	TAG, DJS, SEEM, HRO and HRO Staff	
DATE OBJECTIVE INITIATED:	10/01/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
We updated and negotiated a new merit placement pamphlet that incorporated the applicant data collection. The pamphlet has union concurrence.	
<b>EEOC FORM 715-01 PART H-6</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
<b>/DOD DNGB South Dakota National Guard</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	D.1.a, D.1.c: Do senior managers meet with and assist the SEEM in the identification of barriers that may be impeding the realization of equal employment opportunity? Do senior managers successfully include the SEEM in the agency strategic planning and incorporate EEO objectives into agency strategic plans?
OBJECTIVE:	Incorporate the SEEM in the stratic planning and EEO objective developement. Evaluate all EEO Action plans from the MD-715 and barrier's identified in order to eliminate barriers.
RESPONSIBLE OFFICIAL:	TAG, DJS, SEEM, HRO & Staff, Army and Air Directors
DATE OBJECTIVE INITIATED:	10/01/2016
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2018
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

<b>EEOC FORM 715-01 PART H-7</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 CFR Part 1614) regulations, with emphasis on the federal government interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		
OBJECTIVE:	Incorporate ADR information into the Supervisors Initial training and all refresher courses.		
RESPONSIBLE OFFICIAL:	TAG, DJS, HRO, SEEM and LRS		
DATE OBJECTIVE INITIATED:	05/01/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2017		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			



<b>EEOC FORM 715-01 PART I-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Workforce data tables A1, A3, A4, A5 and A7 and the SDNG Monthly Demographic Report with the military labor force availability for Dual-Status employment. Under representation of females and lack of female representation in the pipe line and applicant process to correct this deficiency. The number of females working in full time Dual-Status positions has declined by 2.48 percent or 3 personnel overall even with the number of personnel in the organization rising from 487 to 553 in the organization. The percentage of females is 16.22 compared to the military labor force demographic of females at an average of 18.5%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Compared the female percentages in table A1 to the SDNG Demographic report as of 30 September 2016. This report represents the military labor force available to recruit from for the Dual-Status Technician Positions. For many years the force structure of the state of South Dakota had three Battalions closed to females due to combat exclusion. During that time the opportunities for males to advance in the officer and enlisted corps was much greater than that of females. The vast majority of senior and mid-level officials/managers come from the officer/warrant officer corp and senior enlisted personnel. With all MOSs AFSCs and Branches now open to women by the DoD the opportunities should broaden.</p> <p>However, it will take time for this disparity to correct itself. It takes 20+ years for a service member to reach the top levels of their specific rank. Now, with the combat exclusion lifted many additional positions are available for females. With compatibility (rank and GS) requirements on PDs; we may not have females meeting the requirements to qualify for higher level GS positions for awhile. We also analyzed the Army and Air recruiting marketing and branding strategies. The Air plan is managed at the national level. The Army plan is managed at the state level and it revealed there isn't a specific marketing and branding strategy for women.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The military structure and the GS structure of our work force are interdependent upon each other. Rank, time in service, mandatory removal dates, retirement systems, mandatory years, and minimum retirement age all must work in concert with each other. Coordination of Professional Military Education (PME) and full time professional training requirements has the potential to affect the timeliness of meeting all requirements for advancement. The current fiscal environment could also have the potential to delay required attendance at military schools and professional development schools, which could impact promotions for positions of higher responsibility. Update the marketing strategy to specifically target women for recruiting as an under-represented group.</p>	

<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Identify, educate, create, and maintain awareness of this agencies disparity to all levels of supervision. Identify this issue on the agency strategic plan. Mentor and identify female individuals for positions of greater responsibility and continue to fill the pipe line with qualified personnel to achieve equality in the senior and mid-level management positions. Ensure military recruitment marketing and branding specifically target this demographic for the expanded opportunities females have the opened MOSs and AFSCs.</p>
<b>RESPONSIBLE OFFICIAL:</b>	The Adjutant General (TAG), Director of Joint Staff, Chief of Staff, Human Resource Officer (HRO), Directorates, Supervisors, SEEM
<b>DATE OBJECTIVE INITIATED:</b>	10/01/2008
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/30/2018
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Add a specific target for the recruitment of women to the Army Marketing and Branding strategy and annual Market Plan.</p>
<b>RESPONSIBLE OFFICIAL:</b>	TAG, Army Chief of Staff, RRM Commander
<b>DATE OBJECTIVE INITIATED:</b>	10/01/2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/30/2017
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>The stretegetic plan needs to be re-written to incorporate affirmative action and employment objectives and goals. Along with incorporating affirmative action into the strategic plan, the composition of selection boards at all levels of hiring, consideration for command and strategic positions, and for all training selections needs to be standardized for diversity and credibility to ensure the fair and equitable consideration of all applicants at all times.</p>
<b>RESPONSIBLE OFFICIAL:</b>	MG Timothy Reisch
<b>DATE OBJECTIVE INITIATED:</b>	05/01/2017
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	04/30/2020
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Initiate a Federal Women's Program through the Special Emphasis Program to help facilitate awareness and COA development for recruitment, hiring and upward mobility education. Utilize this group to help complete the barrier analysis process and identify triggers or barriers to women serving in the federal program or the SD National Guard.</p>
<b>RESPONSIBLE OFFICIAL:</b>	TAG, Chief of Staff (Army/Air/Joint), SEEM/SEPM, HRO,
<b>DATE OBJECTIVE INITIATED:</b>	05/02/2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	09/30/2017
<p><b>EEOC FORM 715-01 PART I-1</b></p>	<p><b>EEO Plan To Eliminate Identified Barrier</b></p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>The under representation of females within our Military Labor Force (MLF) is a top priority of our agency head. Unfortunately we have not been successful in increasing our full time female population. Continued education and awareness of this will be a priority to all levels of management and supervision.</p>		
<b>EEOC FORM 715-01 PART I-2</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Inadequate applicant and separation data available to complete workforce data tables and provide adequate and relevant information for the purpose of recruiting or determining incentive potential in the event active recruitment is needed to fill full time vacancy announcements with qualified personnel while ensuring adequate competition and a broad applicant pool.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		Currently, we pull the DCPDS data and draw data from the two military personnel data systems. We also review manual applicant data. Unable to pull applicant data from USAJOBS/Staffing - can't seem to determine the reason. MD-715 requires applicant data in the A6/B6 tables - we seem to gather vacancy data such as numbers of vacancies and how many applications we get per vacancy, but no demographic data is captured until they are hired. Unable to collect the info from USAJOBS/STaffing. Manual tracking and data collection is currently being used.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Determine the best method of data collection and maintenance for applicant and separation data. Incorporate subject matter experts to provide insight into processes and available information to determine best method of tracking the data for reporting purposes and recruitment efforts. We need to utilize the data to determine applicant pools applying or not applying for our jobs and then determine if we can implement a recruitment program to attract the top talent to our workforce.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Identify what USAjobs has available for data. Work with HRO to determine best method for data collection.
<b>RESPONSIBLE OFFICIAL:</b>		HRO, Staffing Section, EEO Director/SEEM
<b>DATE OBJECTIVE INITIATED:</b>		07/01/2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		09/30/2017
<b>EEOC FORM 715-01 PART I-2</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
Updated Merit Placement pamphlet with union concurrence - this added the data collection to the applicant process.		
<b>EEOC FORM 715-01 PART I-3</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Informal Alternative Dispute Resolution Program
BARRIER ANALYSIS:  Provide a description of the steps taken and data analyzed to determine cause of the condition.		Through research its been discovered the only formal ADR program we have is via the National Guard Bureau program and request process.
STATEMENT OF IDENTIFIED BARRIER:  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Without a formal ADR program, we really do not have the program functional in the event a complainant, employee and/or supervisor would want to utilize. Currently, our only option are to offer facilitation or to go outside/to NGB to request a mediator, or to utilize the union/labor grievance process for dispute resolution.
OBJECTIVE:  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Initiate a draft SDNG Pam for the state that formalizes the Alternative Dispute Resolution program and process for utilization in EEO, or by employee's or supervisors, or other areas of conflict resolution as needed or applicable.
RESPONSIBLE OFFICIAL:		HRO, EEO Director/SEEM, Labor Mgmt Specialist
DATE OBJECTIVE INITIATED:		10/01/2016
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2018
<b>EEOC FORM 715-01 PART I-3</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

<b>EEOC FORM 715-01 PART I-4</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Barrier Analysis process conducted solely by the SEEM and the challenge of data analysis and research capabilities.	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		Conducted barrier analysis of the MD-715 and the 6 Essential Elements of a model EEO program.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Limited or inadequate data for MD-715 data tables and an effective data analysis specifically in the areas of applicant and separation data.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Identify key personnel and set up a barrier analysis team.	
<b>RESPONSIBLE OFFICIAL:</b>		HRO, EEO Director/SEEM, Benefits and Staffing Sections	
<b>DATE OBJECTIVE INITIATED:</b>		10/01/2016	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		09/30/2018	
<b>EEOC FORM 715-01 PART I-4</b>		<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE</b> (Must be specific)	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

<b>EEOC FORM 715-01 PART I-5</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Lack of visibility of the EEO program and identification of long range strategic initiatives at the Supervisor, Director and Key Leadership levels.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		During the barrier analysis it is determined outside of the annual review of the MD-715 report there is no other update to supervisors, directors or key leaders in the organization. This analysis further revealed the need for a strategic (5 year/long range) affirmative employment and action plan to define strategic goals for increasing the underrepresented demographics in the state compared to the 2010 Censuses data and our available military labor force within the SD National Guard.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		The diversity and EEO programs need clear intent and direction. The development of a long range strategic affirmative employment and action plan will clarify the leaderships intent and goals and help drive the program forward. Also, routine updates to supervisors, directors and key leaders will bring visibility and oversight of the program and ensure progression.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Draft a strategic affirmative employment and action plan
<b>RESPONSIBLE OFFICIAL:</b>		SEEM, HRO, Chief of Staff (Army/Air/Joint), Diversity Council
<b>DATE OBJECTIVE INITIATED:</b>		05/02/2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		11/01/2017
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Establish a routine update brief to supervisors, directors and key leaders of the EEO program and the progress on the strategic affirmative employment and action program.
<b>RESPONSIBLE OFFICIAL:</b>		TAG, Chief of Staff (Army/Joint), HRO, SEEM
<b>DATE OBJECTIVE INITIATED:</b>		05/02/2016
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		09/30/2017
<b>EEOC FORM 715-01 PART I-5</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE</b> (Must be specific)

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE
EEO was added to the DJS bi-weekly meeting, the AGO bi-weekly meetings and the Officers Call brief.

EEOC FORM 715-01 PART J		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted							
/DOD DNGB South Dakota National Guard			For period covering October 1, 2015 to September 30, 2016						
<b>PART I Department or Agency Information</b>	1. Agency	1. South Dakota National Guard							
	1.a. 2nd Level Component	1. a.							
	1.b. 3rd Level or lower	1. b.							
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	Rate of Change		
	Total Work Force	487	100%	553	100%	66	13.6 %		
	Reportable Disability	7	1.4 %	6	1.1 %	-1	-14.3 %		
	Targeted Disability*	0	0.0 %	0	0.0 %	0	0.0 %		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						0		
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						0		
<b>PART III Participation Rates In Agency Employment Programs</b>									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
Competitive Promotions	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
Non-Competitive Promotions	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
Employee Career Development Programs	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
a. Grades 5 - 12	473	6	1.3 %	0	0.0 %	1	0.2 %	466	98.5 %
b. Grades 13 - 14	13	0	0.0 %	0	0.0 %	0	0.0 %	13	100.0 %
c. Grade 15/SES	1	0	0.0 %	0	0.0 %	0	0.0 %	1	100.0 %
Employee Recognition and Awards	249	12	4.8 %	0	0.0 %	0	0.0 %	237	95.2 %
a. Time-Off Awards (Total hrs awarded)	1590	11	0.7 %	0	0.0 %	0	0.0 %	1579	99.3 %
b. Cash Awards (total \$\$\$ awarded)	49183	1	0.0 %	0	0.0 %	0	0.0 %	49182	100.0 %
c. Quality-Step Increase	28234	0	0.0 %	0	0.0 %	0	0.0 %	28234	100.0 %



<b>EEOC FORM 715-01</b>		<b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>	
<b>/DOD DNGB South Dakota National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>	
<b>Part IV Identification and Elimination of Barriers</b>		Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.	
<b>Part V Goals for Targeted Disabilities</b>		<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>	
Established a Numerical Goal?		No	
Goal			
Strategies		Update SF 256 forms - request employee's update this data. Continue with new employee's orientations. Pursue the capability of obtaining the data from USAJOBS/STAFFING.	
Objectives		Increase awareness and education of hiring options under Schedule A and other exceptions to competition. Improve the data collection process of this type of data during new employee orientations and also pursue the USAJOBS/Applicant data.	
Accomplishments		N/A	